

637005/31/05

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: DAY CAMP DIRECTOR**

**DEFINITION**

Under general supervision, to organize, direct, lead, and conduct recreational programs and activities at assigned facilities; to supervise staff and program participants; and to do related work as required.

**REPORTS TO:** Senior Recreation Services Coordinator

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Senior Recreation Services Coordinator. Exercises general supervision over part-time recreation staff.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class provide responsible coordination of various recreational programs and activities suitable for a youth Day Camp program. Work involves organizing and directing the daily operation of the program in accordance with established schedules and standards exercising independent judgement in solving overall program activity problems.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Plan, organize, supervise and participate in scheduled sessions of youth Day Camp.
- Assign and supervise subordinates and/or volunteers in leading and participating in program activities.
- Prepare and monitor a variety of reports and records on program participation, supply use and work schedules.
- Organize athletic, craft, social, and instructional activities.
- Plan and conduct field trips and group outings.
- Supervise and participate in various games and sporting events.
- Develop participant interest and enthusiasm.

**QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of organizing and conducting public recreation programs.
- First aid practices and techniques.
- Record keeping and reporting procedures.
- Principles of supervision and training.

- Instructional techniques and methods for recreational programs that serve a variety of interests and abilities.

**Ability to:**

- Assign and supervise subordinates in recreation group activities.
- Plan, organize, direct, and lead individuals and groups in recreational activities.
- Communicate clearly and concisely, orally and in writing.
- Prepare and maintain records and reports.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: High school graduation or satisfactory equivalent and the completion of 30 semester (or 90 quarter) units of college. Additional experience may substitute for the college education requirement on a year-for-year basis.

Experience: Six months of experience in youth group recreational activity leadership.

Range

Progression: **Step "1"** - Entry level.

**Step "2"** - Completion of 520 hours as a Day Camp Director.

**Step "3"** - Completion of 1,040 hours (cumulative) as a Day Camp Director.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**From:** Day Camp Director

**To:** Recreation Services Coordinator